

**REVISED**

**THIS POSITION WORKS IN THE HORTICULTURE PROGRAM. A BACHELOR DEGREE IN HORTICULTURE, CROPS/SOIL SCIENCE, ENTOMOLOGY OR RELATED FIELD IS REQUIRED.**

The AFSCME Local 411 bargaining unit represents this position. Therefore, there may be contract language which could require consideration in the selection process.

**MACOMB COUNTY**

**VACANT POSITION POSTING**

**CLASSIFICATION TITLE:** Educator

**OPENING DATE: 10-02-06**

**CLOSING DATE: 10-16-06**

**DEPARTMENT:** MSU Extension Service

**SALARY RANGE:** \$14.01/hr to \$17.88/hr

**CURRENT HOURS AND STARTING TIME:** Part-time (19 hours per week) GRANT FUNDED position; the starting time for this position currently is 8:30 a.m. **May work occasional evenings and weekends.**

**F.L.S.A. STATUS:** Non-exempt

**APPOINTING AUTHORITY:** Director

**GENERAL RESPONSIBILITIES:**

The employee in this classification, under the supervision of an assigned supervisor, assists community organizations, agencies, families, volunteers and individuals in the development and implementation of programs and services; provides technical assistance and information in an assigned program area; assists in providing necessary training to the community; assists in planning and promoting program activities and services; implements educational programs; performs related duties as assigned.

**ESSENTIAL FUNCTIONS:**

- Assists community organizations, agencies, families, volunteers and individuals in the development and implementation of programs and services.

**ESSENTIAL FUNCTIONS (continued):**

- Assists in the planning, coordinating, implementing, promoting and evaluating of program activities and services.
- Develops, organizes and presents educational programs, training and outreach activities.
- Provides technical assistance and information by answering inquiries from parents, community agencies and the public regarding an assigned program area.
- Creates documents, newsletters, brochures or other information relating to the program area.
- Assists with coordinating staff development events, provides support on advisory council matters and performs program marketing.
- Performs general office duties; compiles information and prepares statistical reports as needed.
- Completes various forms, reports and documentation.
- Bends, stoops and reaches in order to perform job functions
- Lifts, moves and carries equipment and supplies that weigh up to 25 pounds.
- Operates an automobile while performing assigned duties.

**ADDITIONAL FUNCTIONS:**

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

**EDUCATION, TRAINING AND EXPERIENCE:**

- A Bachelor Degree from an accredited college or university in an academic field related to the assigned program area.
- Previous experience working in a related community service program.
- Previous teaching or instructional experience is preferred.
- Successful completion of the probationary period for the position of Educator.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

**ADDITIONAL QUALIFICATIONS:**

- Knowledge of program related techniques and practices.
- Effective organizational ability and initiative.
- Effective written and oral communication skills.
- Effective public speaking and presentation skills.
- Effective interpersonal skills in working with diverse individual and community groups.
- Knowledge Windows, Word, Excel and database applications.
- Ability to establish and maintain effective working relationships with staff, community agencies, volunteers, clients and the public.
- Must possess an operable automobile for authorized departmental travel.
- Possession of a valid Michigan driver's license.
- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County employees, including full-time, part-time and temporary hires, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

**THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER**